

**Resource Conservation and Development Coordinator
(RC&D Coordinator)
GS – 0401- 12**

INTRODUCTION

The position provides USDA staff assistance as RC&D Coordinator. Serves as USDA technical assistance representative on matters that pertain to the RC&D council and USDA partnership. Provides technical assistance in partnership with the RC&D council. The RC&D council is composed of units of government, local organizations and other stakeholders. The RC&D Coordinator provides USDA leadership in working to achieve objectives and goals and provides assistance to the council with respect to the RC&D Area Plan. The purpose of the RC&D program is to enhance the environmental qualities of the area, improve the general level of economic activity, and improve the standard of living of the area's residents.

MAJOR DUTIES

Acts as the designated USDA technical assistance representative on matters that pertain to the RC&D council and USDA partnership. Provides technical leadership in order for the Council to develop, update, and implement their Area Plan. This involves the collection of resource data; identification of problems; establishment of objectives, goals and strategies; development of project plans; implementation of project plans that address the resource conservation, environment and economic program goals; and maintains a current Plan of Work. Serves as technical advisor to the council's numerous RC&D area committees. Provides technical leadership to develop good working relationships among council and committee members in order for the council to meet their objectives and goals.

Serves as technical advisor for various activities as a USDA/NRCS representative. Works with other federal, tribal, state, and local government agencies, as well as, interested groups to foster communication, education, and provide information needed to achieve USDA/NRCS resource conservation and development goals and objectives. Develops a close working relationship with these groups to insure understanding of the resource conservation and development program.

Directs NRCS RC&D office operations and provides day-to-day technical advice and assistance on program issues to the RC&D staff. Maintains USDA/NRCS required records and databases and prepares USDA/NRCS periodic and special reports.

Provides technical assistance in the development of local leadership for the council to improve the capability to plan, develop and carry out the RC&D program. Provides information to the council members on available training and encourages council member attendance at workshops and seminars.

Keeps current on RC&D program policy, Federal, tribal, state and local legislation, and funding sources. Clearly explains significant policy changes to the council. Provides technical advice to assist the council in taking appropriate action.

Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of USDA and NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, sexual orientation or disability. Reviews the implementation of civil rights policies in order to provide technical assistance to ensure council's compliance and adherence to policy. Provides technical guidance to the council regarding USDA's policy and commitment to representation on the council that reflects the diversity of the RC&D Area and that projects and services equitably apply to all RC&D Area residents.

Serves as an incidental motor vehicle operator on public and private roads during daylight and after dark as needed to perform the duties of the position. A valid state driver's license is required.

Performs other related duties as assigned.

Knowledge Required by the Position

Knowledge of the RC&D program and skill sufficient to serve as coordinator of a resource conservation and development program. The program is to conserve, develop, and utilize complex natural resources in multi-county regions of a state or states. Knowledge of regional and project planning principles to provide planning assistance to representatives of local government units and regional development associations.

Knowledge of the programs and services available to RC&D Councils from agencies of the USDA, and the ability to explain those programs and services both orally and in writing.

Knowledge and skill in verbal and written communications as well as highly developed interpersonal skills in order to relate USDA objectives to individuals, groups, private corporations, and governmental bodies.

Knowledge of planning that includes regional planning, business planning, and project planning and skill in incorporating public participation into all of these processes. Ability to collect, assemble, analyze data and present findings/conclusions to diverse groups.

Ability to interact effectively with a diverse group of people including individuals, groups, private organizations and agencies of all levels of government in order to provide USDA technical leadership for the development and implementation of the RC&D Area Plan.

Professional knowledge of, and experience with, a broad range of concepts including economic development, environmental enhancement, and social well-being sufficient to prepare, appraise, analyze, and evaluate resource plans to improve the quality of life for the area's residents. This knowledge is used to develop long-range objectives, goals, and strategies for alleviating identified problems and to improve the quality of life for RC&D area residents.

Supervisory Controls

The supervisor provides broad general information concerning policy and the administrative framework, which serve as the principal basis for management control.

The incumbent exercises initiative and provides leadership in the planning, coordinating, and administering of broad functions, projects, or studies. He/she must be sensitive to current trends and substantive program changes in the course of exercising technical responsibilities.

Work is reviewed for compliance with program goals and mutual interests.

Guidelines

Guidelines available are general in nature and provide broad policy guidance for RC&D program implementation. The guidelines usually are only partially applicable to RC&D program issues and far-reaching planning efforts that involve significant economic, environmental, and social activities.

Available criteria are often inadequate for resolving contested difficult questions such as the optimum course of planning for RC&D projects where there are a number of community sponsors with different objectives. The exercise of considerable ingenuity and judgment is required in selecting methods and techniques and applying these within USDA policy.

Complexity

The incumbent is responsible for providing USDA technical assistance to the RC&D Council which is composed of members from diverse groups including state, county and city governments; water districts; port authorities; public utilities; and conservation districts. Work assignments are varied and diverse and involve natural resource, social, and economic planning, activities and subject matter. The incumbent performs substantive review and analysis of proposed or current policies or projects that affect an extensive geographical area, critical program, or densely populated zone. Formulates framework to systematically gather and analyze data for evaluation of novel or untested approaches or methods and recommends alternative courses of action.

Incumbent is capable of resolving sensitive problems or issues characterized by conflicting demands on RC&D Area resources, multiple political jurisdictions with

competing objectives, and continuous special project effort requiring substantial compromises with established criteria.

Vigorous, imaginative effort is applied to develop new solutions or criteria involving natural resources and socio-economic well being of an RC&D Area. Anticipates long-term issues and devises solutions resolving controversial, opposing viewpoints sustained by highly motivated interest groups.

Scope and Effect

The work is multi-county in scope and affects the multi-county residents' socio-economic status as well as the environmental quality of the RC&D Area. The purpose of the work is to develop and interpret resource-planning criteria including practical solutions to problems or opportunities involving numerous community and State government representatives with divergent and frequently opposing viewpoints. RC&D Area planning and project development includes development of criteria for publicly supported resolution of resource management issues that involve conflicting objectives.

The work involves establishing criteria, formulating projects, assessing program effectiveness, and analyzing a variety of unusual conditions, problems, and questions.

Personal Contacts

Contacts are varied, covering the entire spectrum of a state's population. Non-USDA contacts are the most common and are varied and diverse. The contacts are with federal, tribal, state, and local government officials, university professors, private business owners, elected officials, and all others from the socio-economic, race, sex, and cultural populations existing in the RC&D council area.

Purpose of Contacts

The purpose of contacts is to persuade organizations and individuals with a variety of goals to agree upon and support common objectives to support the RC&D Program. The goals help improve the environmental, social, and economic condition of the area. The incumbent will be an advocate for the wise use of natural resources to improve the quality of life in the council area. At times the USDA position will not be popular and the incumbent must skillfully inform and educate individuals or groups to achieve a working consensus among parties who have dissimilar opinions. Tact, diplomacy, and respect are essential to accomplish USDA objectives.

Physical Demands

The work is sedentary and usually performed while seated. There is some walking and travel to attend meetings away from the work site.

Work Environment

The work is usually performed in an office environment requiring common sense precautions typical of this setting.